Manager Self-Service Player
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Table of Contents

Manager Self-Service Player

Manager Self-Service

V9.1

Manager Self-Service

T&L Terminology

PHRST End User Training
V9.1

T&L Terminology

T&L Terminology

PHRST End User Training
V9.1

T&L Terminology

Procedure

By the end of this topic, you will be able to:

-Understand Time and Labor Terminology

Approximate time to complete topic: 3 minutes

Step	Action
1.	Congratulations! You now know how to: -Understand Time and Labor Terminology **End of Procedure.**

Viewing Time

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V9.1

Viewing Time

Viewing and Understanding Reported Time

PHRST End User Training
V9.1

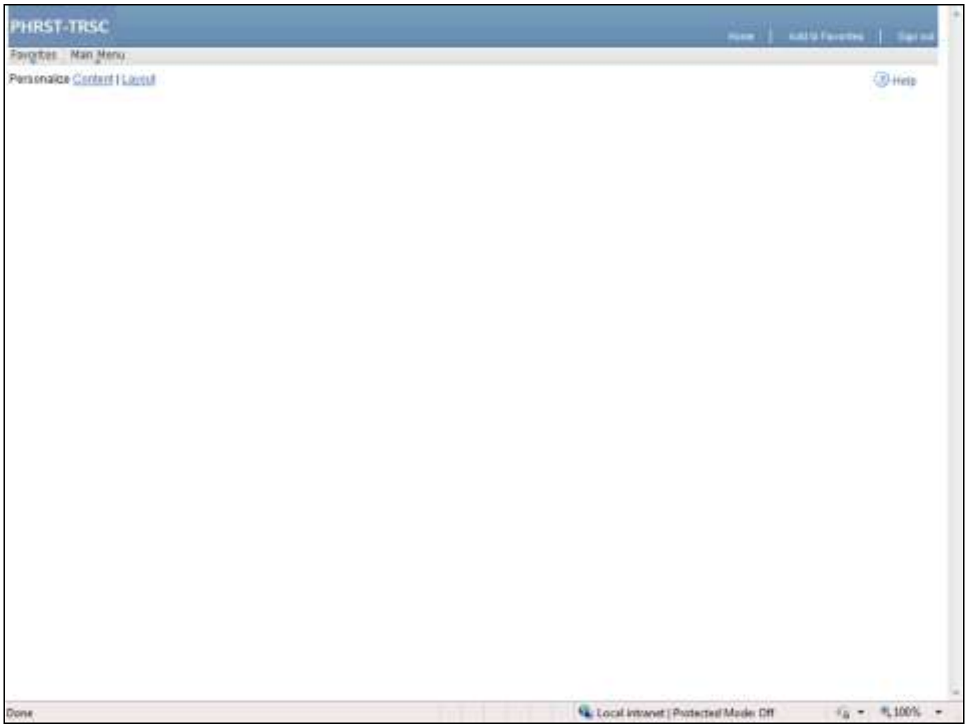
Viewing and Understanding Reported Time

Procedure

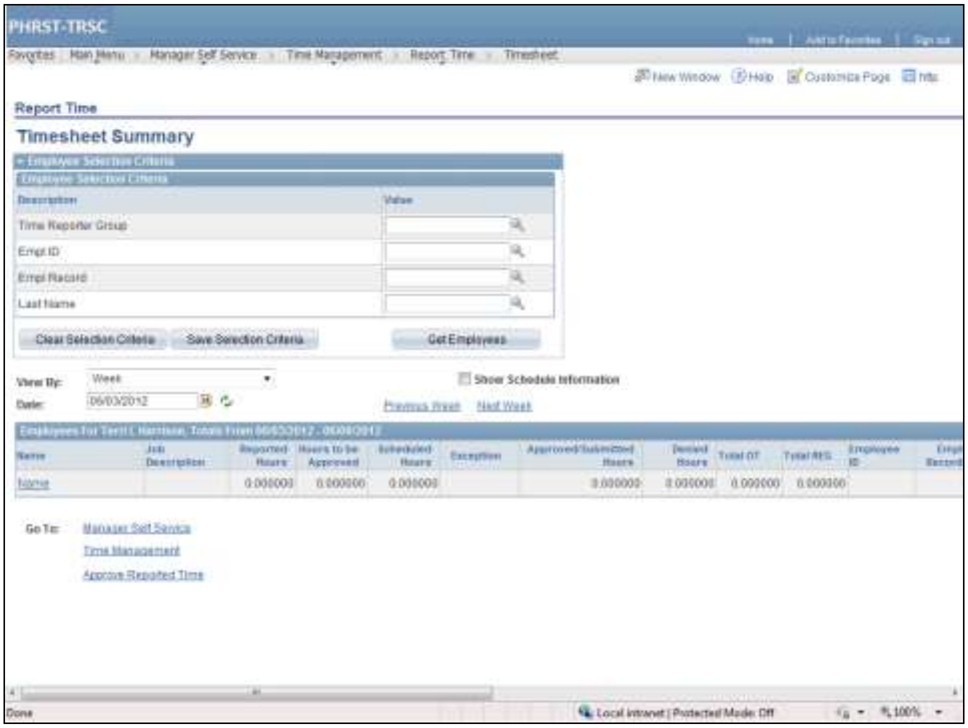
By the end of this topic, you will be able to:

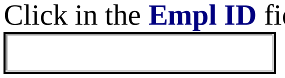
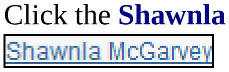
-Navigate to an employee's **Timesheet**
-Review an employee's Reported Time

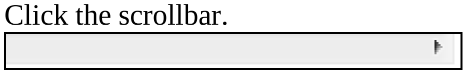
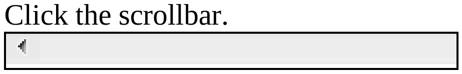
Approximate time to complete topic: **7 minutes**



Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Manager Self Service** menu. Manager Self Service
3.	Click the **Time Management** menu. Time Management
4.	Click the **Report Time** menu. Report Time
5.	Click the **Timesheet** menu. Timesheet
6.	**Timesheet Summary** page is used for employee selection. Under **Employee Selection Criteria** section, choose to search by **Time Reporter Group**, **Empl ID**, **Empl Record**, or **Last Name**.



Step	Action
7.	Click in the **Empl ID** field. 
8.	Enter the desired information into the **Empl ID** field. Enter "**022740**".
9.	Enter the Pay Period begin date for the reported time to be reviewed. Enter the desired information into the **Date** field. Enter "**05202012**".
10.	Click the **Get Employees** button. 
11.	Click the **Shawnla McGarvey** link. 
12.	The **View By** field selection indicates the period that displays on the **Timesheet**. The default for this field is **Week**. Available values for the **View By** field are **Day**, **Calendar Period**, and **Week**. Notice the **View By** and **Date** fields can not be changed.
13.	The **Reported Hours** field displays the number of hours reported for the specified period on the **Timesheet**.

Step	Action
14.	The **Scheduled Hours** field displays the number of hours based on the work schedule for the employee. This field displays 0.00 if the employee is not enrolled in a Work Schedule.
15.	Use the **<<Previous Week** and **Next Week>>** links to view the previous or next week.
16.	The **Timesheet** displays the hours worked for the specified date as well as the appropriate **Time Reporting Code (TRC)**. **Note:** If no exceptions to the **Work Schedule** exist for an Exception Hourly employee, no time entry is required. **Note:** Positive time reporters must enter all time worked on the **Timesheet**.
17.	Shawnla McGarvey's hours reported overrides her scheduled hours. Monday, 5/21/2012 is a holiday in this example, so those hours would not be reported. **Note:** Employees with a holiday schedule receive their holiday hours on the holiday date in **Payable Time**.
18.	Viewing the **Total Hours** column is another way to verify **Reported Time**.
19.	**TRCs (Time Reporting Codes)** are used to track time and leave.
20.	If there is an override to funding, this field displays the **Combination Code** value. If there is no override to funding, this field will be blank.
21.	Click the scrollbar. 
22.	The **Wilmington Wage Tax** checkbox flags the row's hours as being subject to Wilmington Wage Tax. **Note:** If you do not reside or regularly work within the City of Wilmington and are reporting occasional time worked within the City, contact your Timekeeper for the appropriate use of this checkbox.
23.	Click the scrollbar. 
24.	Click the **Expand section** button. 
25.	The **Reported Time Status** section displays the details of reported time with a **Submitted** status.
26.	The **Comments** bubble would contain lines to signify that a **Comment** exists. In this example, **Comments** have not been added. **Note:** If two different **TRCs** are entered for a single date, there would be two rows of Reported Time for that date and both rows reflect the same **Comment**.

Step	Action
27.	Click the **Expand section** button.
28.	The **Reported Time Summary** section displays details of the hours reported on the **Total REG**, **Total Reported Hours**, **Total Scheduled Hours**, and **Schedule Deviation**.
29.	Click the **Next Week** link. Next Week
30.	No exceptions have been entered for the employee for the week of 05/27/12 - 06/02/12. Since this is a full time employee (Exception Time Reporter), the Work Schedule assigns the hours for the week.
31.	Congratulations! You are now able to: -Navigate to an employee's **Timesheet** -Review an employee's Reported Time **End of Procedure.**

Viewing and Understanding Payable Time

PHRST End User Training
V9.1

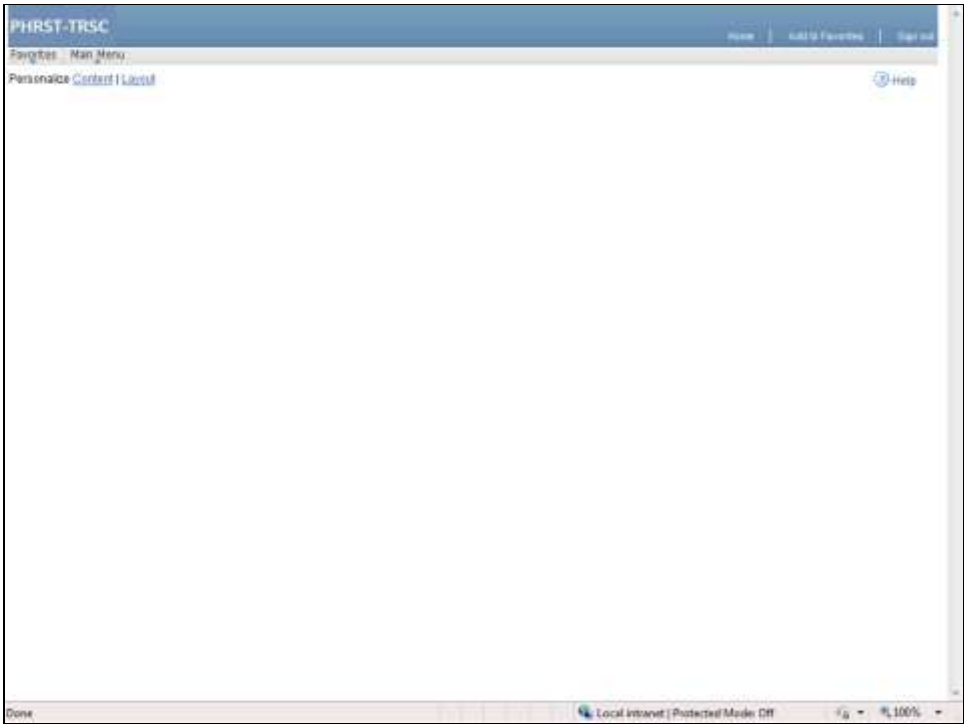
Viewing and Understanding Payable Time

Procedure

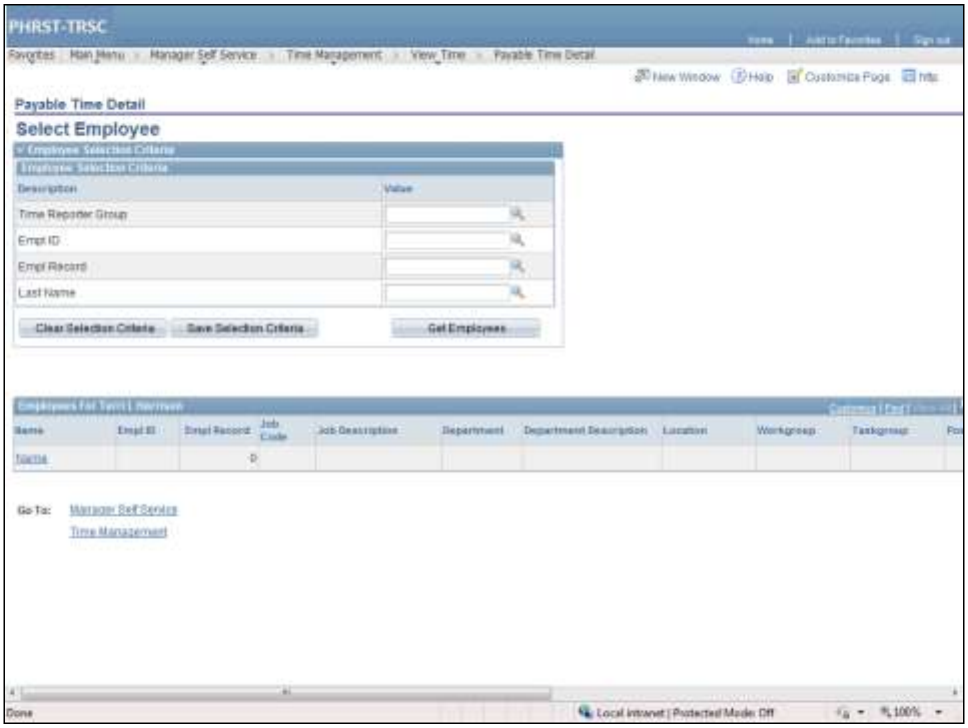
By the end of this topic, you will be able to:

- Understand the **Payable Time Detail** page
- Understand the **Payable Time Summary** page

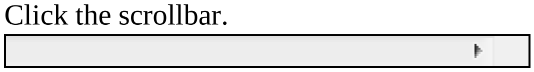
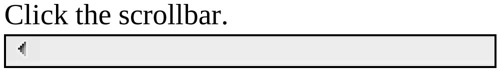
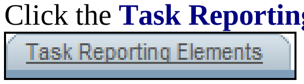
Approximate time to complete topic: **8 minutes**



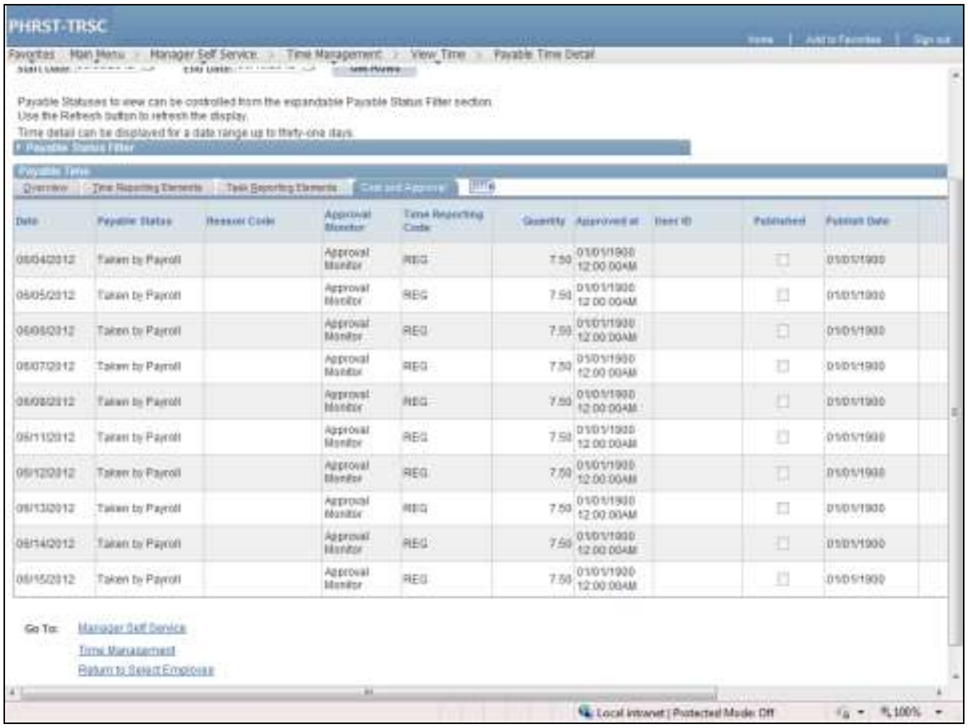
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Manager Self Service** menu. Manager Self Service
3.	Click the **Time Management** menu. Time Management
4.	Click the **View Time** menu. View Time
5.	Click the **Payable Time Detail** menu. Payable Time Detail
6.	The **Employee Selection Criteria** section includes **Time Reporter Group**, **Empl ID**, **Empl Record** and **Last Name**.



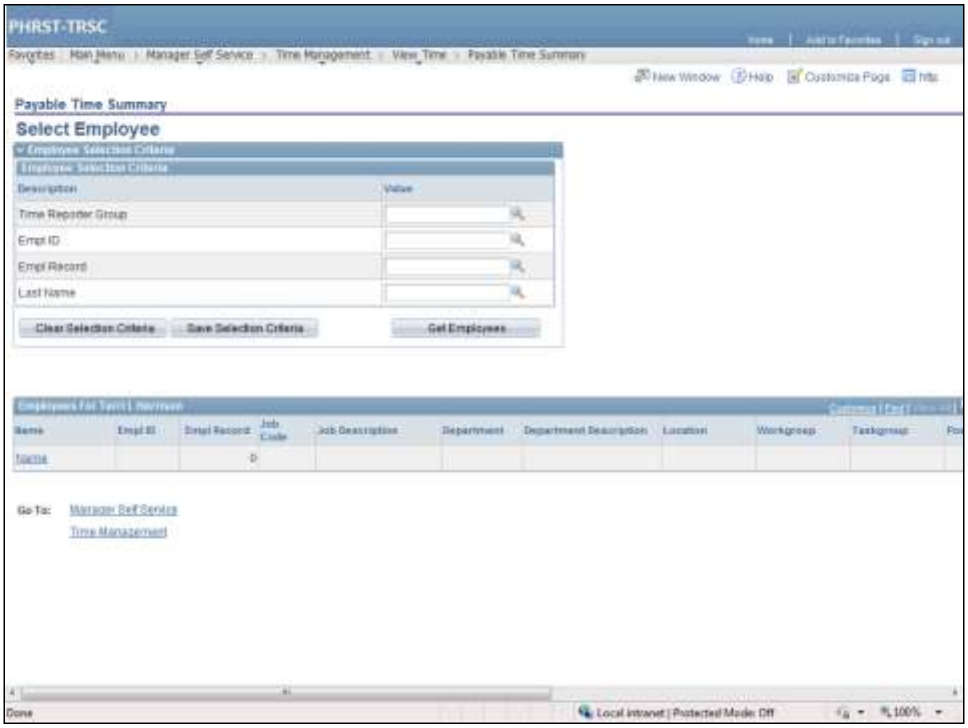
Step	Action
7.	Click in the **Empl ID** field.
8.	Enter the desired information into the **Empl ID** field. Enter "**020266**".
9.	Click the **Get Employees** button. Get Employees
10.	Click the **Terri L Harrison** link. Terri L Harrison
11.	The system automatically defaults the current date in the **Start Date** field. The **Start Date** can be changed to reflect any day of the week.
12.	Enter the desired information into the **Start Date** field. Enter "**06032012**".
13.	**Payable Time Detail** page allows users to view payable time for up to 31 days.
14.	Enter the desired information into the **End Date** field. Enter "**06162012**".
15.	Click the **Get Rows** button. Get Rows

Step	Action
16.	The **Payable Time Detail** page displays payable time converted from reported and scheduled time by the Time Admin process. **Payable Time** is the basis for calculating a paycheck.
17.	The **Overview** tab is the default tab displayed when the **Payable Time Detail** page is opened.
18.	**Payable Status** can show: **Estimated - Ready for Payroll**: Time Admin has run. Payable time is ready for Payroll - Paysheets not built. **Taken - Used by Payroll**: Payable Time sent to Payroll - Paysheets built. **Rejected by Payroll:** Reported Time could not be processed and must be corrected.
19.	Click the **Time Reporting Elements** tab. 
20.	The **Time Reporting Elements** tab provides additional information when Wilmington Wage Tax is reported on the Timesheet.
21.	Click the scrollbar. 
22.	**Country**, **State**, and **Locality** fields populate if the **Wilmington Wage Tax** checkbox is checked on the Timesheet with the values of **USA**, **DE,** and **77580**. In this example, Wilmington Wage Tax was not reported.
23.	Click the scrollbar. 
24.	Click the **Task Reporting Elements** tab. 
25.	The **Task Reporting Elements** tab provides additional information.
26.	Click the scrollbar. 
27.	The **Combination Code** only displays when entered in Reported Time. The **ChartFields** link displays the **Combination Code** and **ChartField** link with the ChartField string details.
28.	Click the scrollbar. 
29.	Click the **Cost and Approval** tab. 
30.	The **Cost and Approval** tab provides additional information.

Step	Action
31.	Navigate to the **Payable Time Summary** page to view the same employee information in summary form.



Step	Action
32.	Click the **View Time** menu. View Time
33.	Click the **Payable Time Summary** menu. Payable Time Summary



Step	Action
34.	Click in the **Empl ID** field.
35.	Enter the desired information into the **Empl ID** field. Enter "**020266**".
36.	Click the **Get Employees** button. Get Employees
37.	Click the **Terri L Harrison** link. Terri L Harrison
38.	The system automatically populates the **End Date** with the current date. The **Start Date** populates seven days prior to the **End Date**. The **Start Date** can be changed to any date, and the **End Date** automatically calculates out seven days.
39.	Enter the desired information into the **Start Date** field. Enter "**06032012**".
40.	Click the **Refresh** icon. 
41.	The **Payable Time Summary** page reflects all reported time successfully converted into payable time.

Step	Action
42.	To return to the **Payable Time Detail** page, click on the **Detail Page** link. Click the **Detail Page** link. Detail Page
43.	The system automatically populates the **End Date** with the current date.
44.	Use the **Previous Week** and **Next Week** links to view the previous or next reporting week.
45.	To return to the **Payable Time Summary**, click on the **Summary Page** link. Click the **Summary Page** link. Summary Page
46.	Use the **Previous Week** and **Next Week** links to view the previous or next reporting week. Click the **Next Week** link. Next Week
47.	The **Start Date** and **End Date** reflects the payable time for the next week.
48.	Congratulations! You are now able to: - Understand the **Payable Time Detail** page - Understand the **Payable Time Summary** page **End of Procedure.**

Viewing Leave Balances

PHRST End User Training
V9.1

Viewing Leave Balances

View Sick, Annual, Comp and FMLA

PHRST End User Training
V9.1

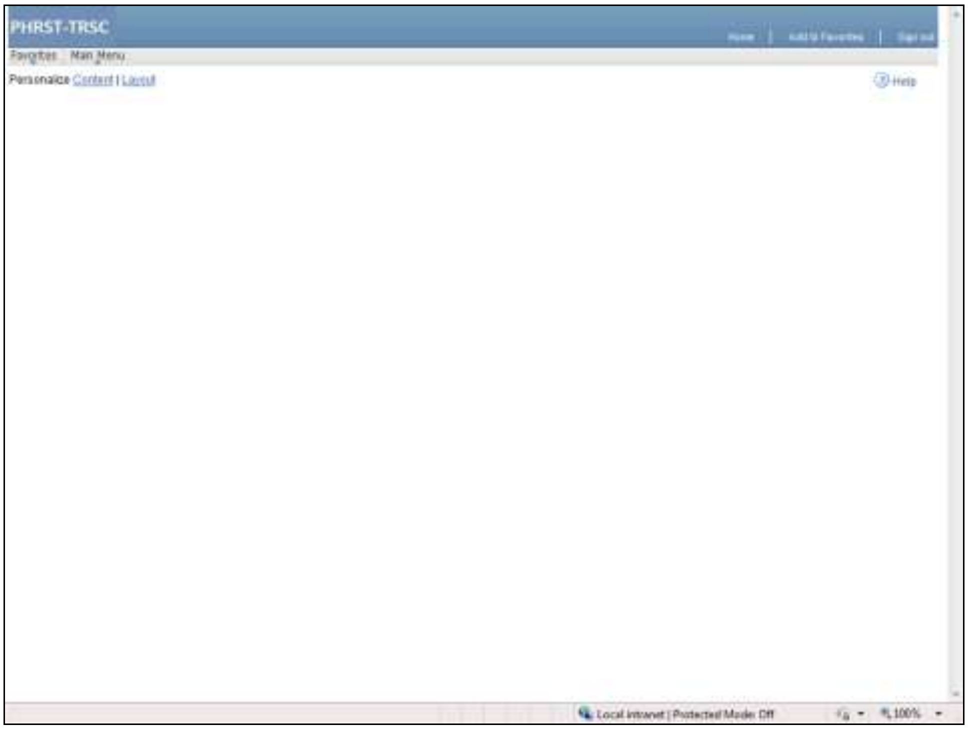
View Sick, Annual, Comp and FMLA

Procedure

By the end of this topic, you will be able to:

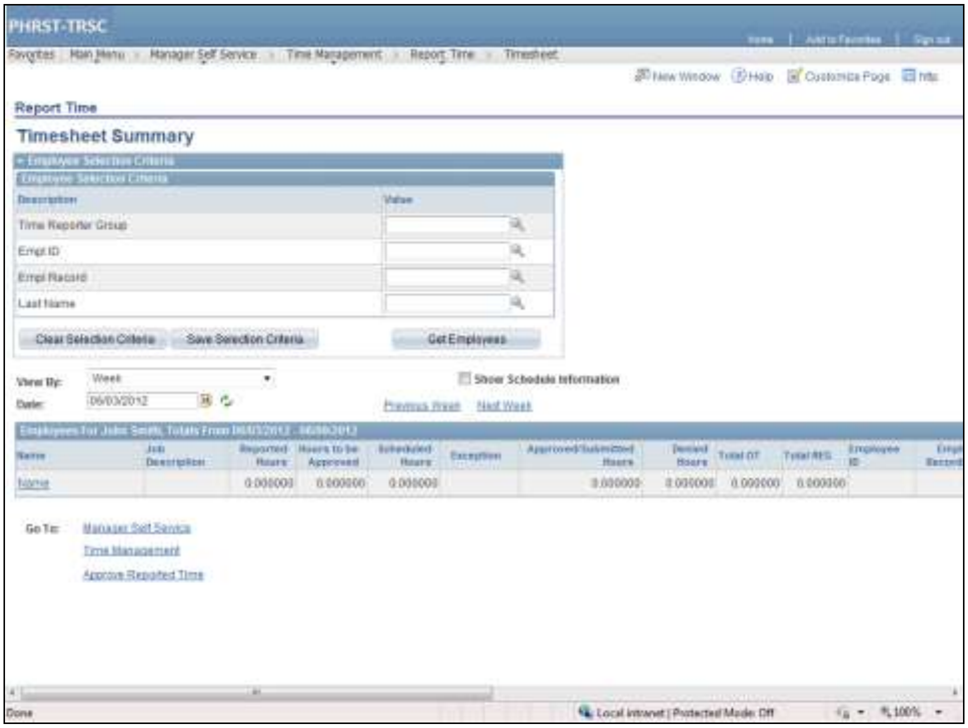
- Understand Leave Balances on the **Timesheet** page
- Understand the **View Leave Balances** page

Approximate time to complete topic: **5 minutes**



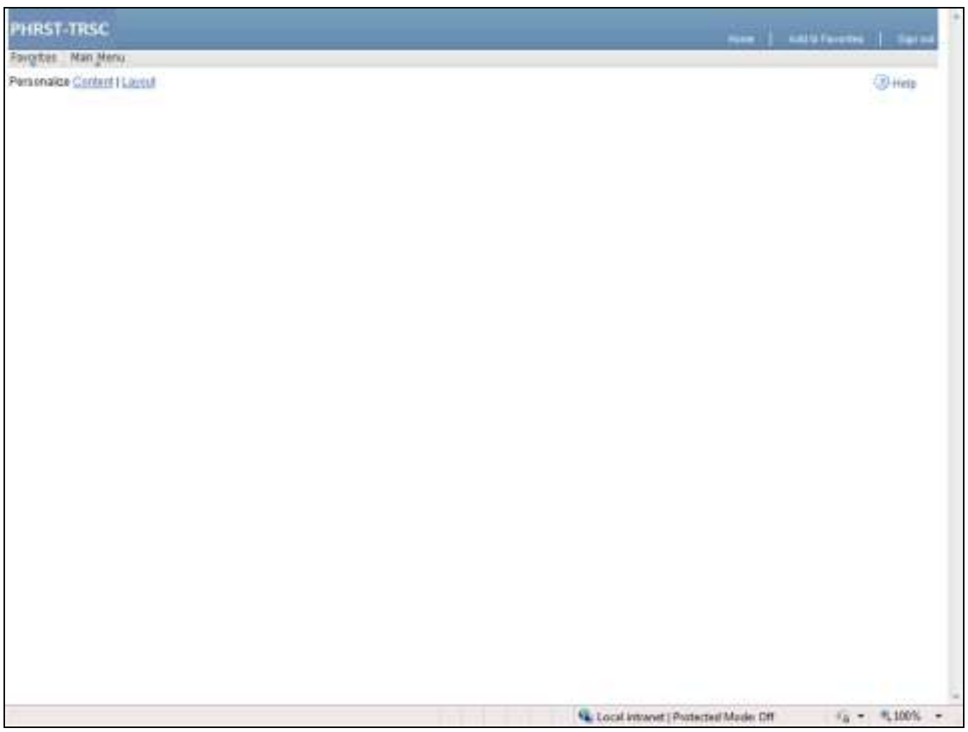
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Manager Self Service** menu. Manager Self Service
3.	Click the **Time Management** menu. Time Management
4.	Click the **Report Time** menu. Report Time

Step	Action
5.	Click the **Timesheet** menu. Timesheet



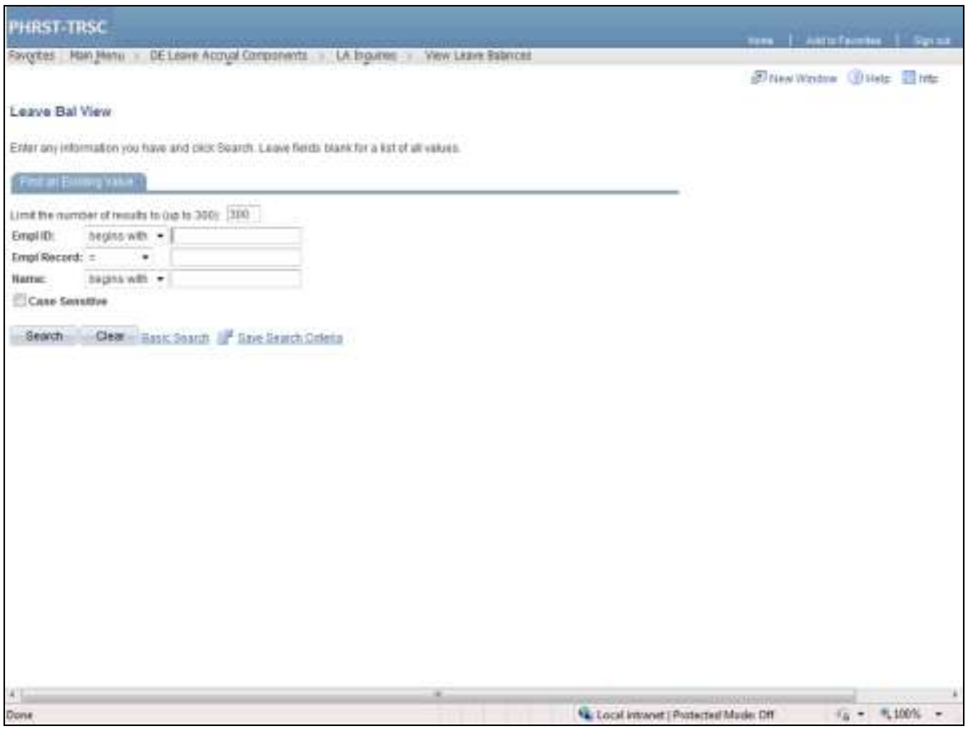
Step	Action
6.	Click in the **Empl ID** field.
7.	Enter the desired information into the **Empl ID** field. Enter "**019539**".
8.	Enter the desired information into the **Date** field. Enter "**05202012**".
9.	Click the **Get Employees** button. Get Employees
10.	Click the **Annette Arlequin** link. Annette Arlequin

Step	Action
11.	After an employee submits time, **Sick** and **Vacation** balances update to reflect the Leave taken. Leave Adjustment TRCs and the Leave award will not be reflected in these balances until after Pay Confirm. A **Comp Time** Balance displays if the employee is enrolled in a Comp Time Plan. **Comp Time** balances update after the Time Admin Process, and are based on the date entered on the **Timesheet**. Click the **Leave and Compensatory Time Balances** section.
12.	The **Sick** leave balance reflects the leave taken on 05/23.
13.	Return to the **Main Menu** by clicking the **Home** link to navigate to the **Leave Balances** page.



Step	Action
14.	Click the **Main Menu** button. Main Menu
15.	Click the **DE Leave Accrual Components** menu. DE Leave Accrual Components

Step	Action
16.	Click the **LA Inquiries** menu. LA Inquiries
17.	Click the **View Leave Balances** menu. View Leave Balances



Step	Action
18.	Enter the desired information into the **Empl ID** field. Enter "**019539**".
19.	Click the **Search** button. Search
20.	**View Leave Balances** page displays balances for an employee as of a pay period end date for **Sick Leave**, **Annual Leave**, **Comp Time**, and **FMLA**.
21.	**Monthly Accrual Rate Annual/Sick** is the number of **Annual** and **Sick Leave** hours an employee accrues per month.
22.	**FMLA Year Begin/Expiration Date** is populated the first time a FMLA Time Reporting Code is reported.
23.	**Service Date** is used to determine months of service for **Annual Leave** accrual.

Step	Action
24.	**Last Pay Period End Date** is the end date of the last confirmed pay period.
25.	To view historical balances, change the date in the **BALANCES ARE AS OF** field. Any date can be entered; however, the data displayed is as of the closest **Last Pay Period End Date** when the **Refresh Date** button is clicked.
26.	**Description** identifies the Leave Plan.
27.	**Hours Carried Over-Prev Year** displays the number of hours carried over from the previous plan year.
28.	**Hours Earned Year-to-Date** displays the number of hours awarded for the plan year as of the pay period end date of the last confirmed pay period.
29.	**Hours Adjusted Year-to-Date** displays the number of hours entered using leave adjustment codes for the plan year.
30.	**Hours Available Year to Date** displays the sum of **Hours Carried Over-Prev Year** plus **Hours Earned Year-to-Date** minus or plus **Hours Adjusted Year-to-Date**.
31.	**Hours Taken Year-to-Date** displays the total number of hours taken for the plan year.
32.	**Leave Hours Balance** displays the **Hours Available Year-to-Date** minus **Hours Taken Year-to-Date**. **Note:** The employee's **Sick** and **Annual** leave viewed on the employee's **Timesheet** can be different depending on whether the pay period has gone through confirm.
33.	To review specific details of any leave earned or taken, click on the corresponding **Details** button. Click the **Details** button. Details
34.	The **View Leave Detail** page lists leave hours **Earned**, **Taken**, and **Adjusted** and the date and number of hours associated with that **Time Reporting Code**.
35.	Only six rows are shown, click the **View All** link to view all 23 rows. Click the **View All** link. View All
36.	Click the **Return** button. Return

Step	Action
37.	Congratulations! You are now able to: - Understand Leave Balances on the **Timesheet** page. - Understand the **View Leave Balances** page. **End of Procedure.**